

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
DECEMBER 13, 2016**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, December 13, 2016, at City Hall, #1 Hunters Creek Place, Hunters Creek Village, Texas.

Present:	Mayor:	Jim Pappas
	Councilmembers:	Stuart Marks
		Fidel Sapien
		Ken Spalding
		Chip Cowell
	City Attorney:	John Hightower
	City Administrator:	Tom Fullen
	City Secretary:	Crystal R. Dozier
	City Building Official:	Robert Pemberton
	City Engineer:	Steve Byington

***With a quorum of the Council Members present, Mayor Jim Pappas called the session to order at 6:02 p.m. followed by the pledge of allegiance led by Assistant Chief Ray Schultz and prayer led by Mayor Pappas.***

**PUBLIC COMMENTS**

Deborah Doll at 8315 Hunters Creek Drive spoke before the Mayor and Council regarding her concerns of riprap being placed in her neighbor's yard.

**REPORTS**

Treasurer: Shanoop Kothari, City Treasurer was not present. Tom Fullen, City Administrator, presented the financial report and gave a brief summary. The Mayor and Council spoke briefly regarding the necessity of the City Treasurer position.

Police Commission: Assistant Chief Schultz presented the police report and gave a brief summary of recent events. The department has promoted Officers Baker and Nowlin to the open Sergeant positions. The department has also approved Sergeant Rivas's retirement effective December 31, 2016.

YTD the three villages have had 60,250 Events/Reponses and Hunters Creek had 19,841 of those Events/Responses including house checks. In the month of October Hunters Creek had 1,892 Events/Responses with response time averaging 5:25 minutes and 87 citation issued.

Fire Commission: Mayor Jim Pappas, reported that the fire department is fully staffed and that the estimated delivery date for the new ladder truck is in July of 2017. At its meeting the Commission discussed the proposed Village Medical Insurance Plan. Finally, Administrative Assistant Cheryl Easley has announced her retirement and her last day will be December 29, 2016.

Building Official: Robert Pemberton, City Building Official gave a brief summary of the building report.

City Engineer: Steve Byington, City Engineer reported on the following public work projects:

- a. Hickory Hollow, Huntwyck Reconstruction (Phase 2)

**The work is substantially complete on Huntwyck with, cleanup and minor items remaining. All pavement has been placed on Hickory Hollow, with grading, sodding and minor items remaining. Hickory Hollow is anticipated to be complete in January.**

- b. Memorial Drive Pavement Repair

**The bid opening will occur on Friday, December 9, 2016, with anticipated start date in January. The work will take less than 30 days to complete on Memorial.**

- c. Storm Sewer Outfall Repair

**The job is complete and a walkthrough was made with the property owner; Steve Byington, City Engineer; and Tom Fullen, City Administrator. Additional riprap was placed to assure that the outfall will not scour the creek bank. The final payment has been recommended with a total amount, including the additional riprap, of \$99,871.75.**

City Administrators: Tom Fullen, City Administrator gave an update on the proposed new street signs.

### **CONSENT AGENDA**

1. Approval of the Minutes of the Regular Meeting on October 25, 2016 and Special Meetings on October 24<sup>th</sup> and November 4, 2016.
2. Approval of the Cash Disbursement Journal for October and November, 2016.
3. Approval of the Resolution designating Community Newspaper/Memorial Examiner, as the City's official newspaper for fiscal year 2017.

**A motion was made by Councilman Spalding to approve the Consent Agenda and Councilman Marks seconded the motion. The vote to approve the motion was unanimous.**

### **REGULAR AGENDA**

1. Discussion and possible action to approve an amendment to the Memorial Villages Police Department 2016 Budget to purchase an electric motorcycle and three AEDs for new car outfitting with the funds being transferred from the Auto Replacement Account.

**A motion was made by Councilman Spalding to approve an amendment to the Memorial Villages Police Department 2016 Budget to purchase an electric motorcycle and three AEDs for new car outfitting with the funds being transferred from the Auto Replacement Account and Councilman Sapien seconded the motion. The vote to approve the motion was unanimous.**

2. Discussion and possible action to approve a bank depository services and safekeeping agreement with Wells Fargo Bank.

**A motion was made by Councilman Spalding to approve the bank depository services and safekeeping agreement with Wells Fargo Bank and Councilman Sapien seconded the motion. The vote to approve the motion was unanimous.**

3. Discussion and possible action to approve a Resolution designating the City's Authorized Representatives for the City's investment funds agreement with TexPool.

**A motion was made by Councilman Spalding to approve the Resolution designating the City's Authorized Representatives for the City's investment funds agreement with TexPool and Councilman Marks seconded the motion. The vote to approve the motion was unanimous.**

4. Discussion and possible action to award the bid for the Memorial Drive pavement repairs.

**A motion was made by Councilman Spalding to allow the apparent low bidder, Classic Paving & Landscaping Design, to withdraw its bid, to return to the bidder its bid deposit check in the amount of \$4,900, and to release the bidder from all liability. Councilman Cowell seconded the motion. The vote to approve the motion was unanimous.**

**A motion was made by Councilman Marks to award the bid for the Memorial Drive pavement repairs to Quadvest Construction. Councilman Spalding seconded the motion. The vote to approve the motion was unanimous.**

5. Discussion and possible action to consider approval of the joint contract between the cities of Bunker Hill Village, Hunters Creek Village, and Piney Point Village and Shrader Engineering for preliminary phase engineering services for the Smart Cities Virtual Gate Project.

**A motion was made by Councilman Marks to approve an agreement, among the cities of Bunker Hill Village, Hunters Creek Village, and Piney Point Village and Shrader Engineering, to complete a preliminary engineering study for the evaluation and consideration of a Smart Cities Virtual Gate Project for an amount not to exceed \$49,700 (\$16,567 per City). Councilman Cowell seconded the motion. The vote to approve the motion was unanimous.**

6. Discussion and possible action to accept the resignation of Alan Daughtry from Planning and Zoning Commissioner and to appoint a replacement.

**A motion was made by Councilman Cowell to accept the resignation of Alan Daughtry from the Planning and Zoning Commission and to appoint Alternate Planning and Zoning Commissioner Brent Fredricks as a Regular Commissioner to replace him. Councilman Spalding seconded the motion. The vote to approve the motion was unanimous.**

7. Discussion and possible action to appoint an Alternate Planning and Zoning Commissioner.

**A motion was made by Councilman Marks to appoint Rob Adams as an Alternate member of the Planning and Zoning Commission to replace Brent Fredricks. Councilman Sapien seconded the motion. The vote to approve the motion was unanimous.**

8. Discussion and possible action to consider an application from the First Congregational Church for a Specific Use Permit to allow the operation of a farmers market on the church premises located at 10840 Beinhorn Road in Zoning District R in the City of Hunters Creek Village.

**A motion was made by Councilman Spalding to direct the Planning and Zoning Commission to make a recommendation on the request from the First Congregational Church for a Specific Use Permit to allow operation of a farmers market on the church premises located at 10840 Beinhorn Road in Zoning District R in the City of Hunters Creek Village and Councilman Marks seconded the motion. The vote to approve the motion was unanimous.**

9. Discussion and possible action to approve a Resolution suspending CenterPoint's Proposed Rate Increase and authorizing the City to participate in the Gulf Coast Coalition.

**A motion was made by Councilman Spalding to approve a Resolution suspending CenterPoint's Proposed Rate Increase and authorizing the City to participate in the Gulf Coast Coalition and Councilman Cowell seconded the motion. The vote to approve the motion was unanimous.**

10. Discussion and possible action to adopt an ordinance electing to make current service and prior service contributions to the City's account in the benefit accumulation fund of the Texas Municipal Retirement System at the actuarially determined rate of total employee compensation.

**A motion was made by Councilman Spalding to adopt an ordinance electing to make current service and prior service contributions to the City's account in the benefit accumulation fund of the Texas Municipal Retirement System at the actuarially determined rate of total employee compensation and Councilman Marks seconded the motion. The vote to approve the motion was unanimous.**

11. Discussion and possible action to consider and act on the recommendation of the Villages Mutual Insurance Group for 2017 Employee Insurance Coverage to wit: Major Medical, Dental, Life/AD&D, Long Term Disability, Supplemental Life and Vision.

**A motion was made by Councilman Spalding to approve the recommendation from the Village Mutual Insurance Group for medical, dental, vision, Life/AD&D, and long term disability insurance coverage for the City's employees for 2017. Councilmember Sapien seconded the motion. The vote to approve the motion was unanimous.**

**A motion was made by Councilman Spalding to approve the City of Hunters Creek Village to pay 100% of employee medical benefits and 50% of dependent coverage including dental and vision. Councilman Cowell seconded the motion. The vote to approve the motion was unanimous.**

12. Discussion and possible action regarding the City's Annual Arbor Day and Tree Reforestation Program.

**A motion was made by Councilman Sapien to approve a new Arbor Day Policy for the first residents to submit an order to purchase a tree the City will match the purchase and plant a tree in the City easement at no cost to the resident. The City shall not exceed \$30K in cost and Councilman Cowell seconded the motion. The vote to approve the motion was unanimous.**

**At 8:40 p.m., the City Council recessed into closed executive session to discuss the following items.**

- a. For the purpose of deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. (§551.074 Personnel Matters).

**At 8:51 p.m., the City Council reconvened into open public session. No action was taken.**

13. **A motion was made by Councilmember Sapien with a second by Councilmember Marks to adjourn the meeting. The vote to approve the motion was unanimous.**
14. **The meeting was adjourned at 8:51 p.m.**

These minutes were approved on the 24<sup>th</sup> day of January, 2017.

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Jim Pappas, Mayor

ATTEST:

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Crystal R. Dozier, TRMC  
City Secretary